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Maintenance

IMPOUNDMENT PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes individual responsibilities, restrictions, and documentation requirements for impoundment of aircraft and equipment. Squadron commanders and maintenance supervisors are responsible for executing the wing's impoundment program IAW this instruction. The 43d QA office will monitor the wing impoundment program and assist the squadrons as necessary. Impound procedures for 23 FG are outlined in ACCI 21-101, contact 23 QA. **Records Disposition:** Documentation created by this publication will be maintained and disposed of IAW AFMAN 37-123, *Management of Records* and AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General: AFI 91-204, *Safety Investigation and Reports* defines aircraft mishaps and establishes procedures for reporting such occurrences. AFI 21-101, *Maintenance Management of Aircraft* and AMCI 21-101, *Maintenance Management Policy* explains procedures and responsibilities for impoundment. **Attachment 1** of this instruction contains a list of terms and references related to the subject matter. Refer to **Attachment 2** for a list of items that require mandatory impoundment for 43 AW aircraft/equipment and transient aircraft/equipment maintained by the 743 AMXS.

- 1.1. Where the applicable group commander is mentioned in this instruction, it also includes their designated representatives (see **Attachment 3**). However, when impounds occur, the designated representative will notify their respective group commander as soon as possible.
- 1.2. If a group commander decides to impound the affected aircraft/equipment, he/she appoints an impoundment official to manage the impounded aircraft/equipment.
- 1.3. Prior to unit deployment, the appropriate group commander will authorize by letter the senior maintenance officer/NCO as the deployed designated representative.

1.4. For transient aircraft/equipment or diverted aircraft that are impounded, Pope AFB impoundment procedures will be utilized at all times unless otherwise directed by the impound authority. Pope AFB MOC will contact the applicable base/wing MOC/ Command Post of the affected equipment with location, status, and reason for impoundment.

1.4.1. MOC will coordinate with HQ AMC/LGRC on impoundment actions involving transient/diverted aircraft.

1.4.2. Impoundment official, through the MOC, will coordinate with the owning aircraft group commander before releasing it from impoundment.

1.4.2.1. The applicable group commander will assess aircraft condition, determine need, and authorize a one-time flight IAW TO 00-20-1, *Aerospace Equipment Maintenance General Policies and Procedures* and TO 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*.

1.4.2.2. Coordinate requirements through HQ AMC/LGRC and TACC/XOZ before authorizing a one-time flight.

2. Procedures/Responsibilities:

2.1. Impound Authority will:

2.1.1. Appoint an impoundment official in the grade of E-7 or higher, or a civilian equivalent, to control and monitor the investigation.

2.1.2. Notify MOC with impoundment official's name and reason for impoundment.

2.2. MOC will:

2.2.1. Notify the applicable squadron commander, group commander, and QA of the aircraft/equipment malfunction or damage and reason for impoundment.

2.2.2. Notify wing safety of the impoundment.

2.2.3. Alert photographer as determined by wing safety or the impoundment official.

2.2.4. Enter impoundment into G081. Confirm job control number and lockout impoundment.

2.2.5. Confirm with the appropriate production supervisor that all agencies have been contacted.

2.2.6. Maintain a current copy of the MXG commander's letter that delegates releasing authority.

2.3. Production Supervisor will:

2.3.1. Ensure that a thorough debrief is accomplished for all impoundments.

2.3.2. Ensure the following Red X statement is in G081 and the applicable forms: "Aircraft/equipment impounded. No maintenance will be performed unless authorized by the impoundment official. Follow impoundment procedures as specified in PAFBI 21-134. The impoundment official is _____. See page____, block_____for reason of impoundment."

2.3.2.1. Enter a Red dash in G081 and applicable forms stating, "QA document review prior to impoundment release."

2.3.3. Initiate Pope Form 522, **Aircraft/Equipment Impoundment Worksheet**.

2.3.4. Isolate the aircraft/equipment. Rope or orange cones may be used to cordon affected equipment.

2.3.5. Ensure all hazards (aircraft is in safe-for-maintenance condition to the extent that the investigation is not hampered) are eliminated.

2.3.6. Ensure all maintenance actions are postponed until authorized by the impound official.

2.3.7. Prohibit any cannibalization actions from aircraft/equipment.

2.4. Impoundment Official will:

2.4.1. Be the primary focal point for information concerning impoundment, restrictions to aircraft/equipment, and to oversee the investigation and repair process.

2.4.2. Coordinate with the applicable squadron maintenance supervision for selection of impound team and team chief. The impound chief will be Red X qualified in the affected area.

2.4.3. Provide a daily briefing to the impoundment authority covering as much information as possible on which actions are in work and what steps have been completed.

2.4.4. Ensure only authorized personnel have access to the impounded aircraft/equipment.

2.4.5. Ensure only authorized troubleshooting and/or maintenance actions are performed to determine the cause of the malfunction. Troubleshooting may include the removal and replacement or bench check of components to isolate the malfunction.

2.4.6. Ensure that the appropriate Material Deficiency Reports or Quality Deficiency Reports are submitted as applicable.

2.4.7. Once the cause has been determined, brief the releasing authority of the findings.

2.4.7.1. Review the applicable forms to ensure that all maintenance actions are recorded per TO 00-20-1 and TO 00-20-5 and ensure all maintenance actions/time are recorded in G081.

2.4.7.2. Ensure the Pope Form 522 is completed giving explicit details as to malfunction, corrective action, and other pertinent findings.

2.4.8. Present completed aircraft/equipment forms and Pope Form 522 to QA for review and signature prior to impoundment release.

2.4.9. Brief releasing authority on all findings and corrective actions. At this time, all appropriate forms will be cleared and the Pope Form 522 signed, releasing the aircraft/equipment from impoundment.

2.4.10. After impoundment release, ensure copies of the applicable forms and the original Pope Form 522 are forwarded to QA.

2.5. Quality Assurance will:

2.5.1. Assign tracking number to the impoundment and maintain historical file of final reports.

2.5.2. Monitor and provide technical assistance, if necessary, to ensure the best possible corrective actions are accomplished.

2.5.2.1. Perform final document review and sign Pope Form 522 prior to release authority briefing.

2.5.2.2. Assist briefing the impound release authority on all findings and corrective actions.

2.6. Impoundment Release Authority will:

2.6.1. Review investigation process, findings, maintenance procedures and corrective actions. Thoroughly review applicable forms and Pope Form 522 to ensure all maintenance is properly recorded.

2.6.2. Sign off the inspected-by block and place initial over the Red X and sign completed Pope Form 522 releasing the impoundment.

2.6.2.1. It is permissible for the release authority to verbally release an impounded aircraft. The release authority will empower the impound official to sign the Pope form 522 and the Red X for the impoundment in their absence. The impound official will include the release authorities name in the corrective action block of the AFTO 781A, **Maintenance Discrepancy and Work Document** and the Pope form 522.

2.7. Flight Control Malfunction Impoundment Procedures:

2.7.1. Arrange special care to completely diagnose and correct flight control malfunctions.

2.7.1.1. Team integrity must be maintained throughout the impoundment investigation.

2.7.1.2. Assign the most experienced member as the team chief. As a minimum, the team chief will be a 7-skill level on the applicable MDS.

2.7.1.3. Flight control impoundments will be cleared IAW paragraph 2.6. of this instruction.

2.8. Wing Safety Responsibilities:

2.8.1. A member of the Wing Safety office will be selected as the impoundment official for impoundment's that are non-maintenance related. The individual selected will comply with all of the applicable responsibilities outlined in paragraph 2.4. of this instruction.

2.8.2. Impoundments will be cleared IAW paragraph 2.6. of this instruction.

WINFIELD W. SCOTT III, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Maintenance Management of Aircraft*
AFI 21-101, AMC SUP 1, *Maintenance Management of Aircraft*
AFI 91-204, *Safety Investigation and Reports*
TO 00-20-1, *Aerospace Equipment Maintenance General Policies and Procedures*
TO 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation*

Abbreviations and Acronyms

AMC—Air Mobility Command
AMXS—Aircraft Maintenance Squadron
FOD—Foreign Object Damage
IAW—In Accordance With
LGRC—Logistics Readiness Control
MOC—Maintenance Operations Center
MXG—Maintenance Group
TACC—Tanker/Airlift Control Center
TO—Technical Order
QA—Quality Assurance

Terms

Impoundment—Intensified management due to system/component malfunction or failure of a serious/chronic nature. Immediate aircraft/equipment isolation and controlled personnel access are required.

Impoundment Authority—The MXG commander and his/her designated representatives have the authority to impound aircraft and/or equipment. **43 AW Safety and safety investigation boards have inherent authority to impound aircraft.**

Impound Release Authority—The 43 MXG/CC and his/her deputies have the authority to release aircraft/equipment from impoundment. Additionally, the group commanders may delegate release authority to squadron commanders, maintenance officers, or senior maintenance representatives during squadron deployments. This authority must be designated in writing and approved by the applicable group commander.

Impoundment Official—An officer, senior NCO or civilian equivalent who controls and monitors the investigation. The impound authority designates this individual.

Impoundment Team Chief—The most qualified member of the impound team will be RED X qualified

in the affected area. Leads the impound team in all aspects of maintenance and troubleshooting.

Authorized Personnel—Individuals directly involved in the management, safing, troubleshooting, or repair of the aircraft/equipment.

Attachment 2**43D AIRLIFT WING MANDATORY IMPOUNDMENT**

A2.1. The following is a list of items that require mandatory impoundments of 43d Airlift Wing aircraft/equipment in addition to mandatory items found in AFI 91-204, AFI 21-101, and AMCI 21-101.

A2.1.1. Multiple engine loss of power. (Comply with guidelines established in HQ AMC/LG message DTG 151130Z Jun 98.) Impound official will contact WR-ALC/LBR at DSN 468-5459 immediately for further guidance.

A2.1.2. Aircraft/engines sustaining FOD damage from an unknown source IAW PAFBI 21-111. Aircraft will be released from impoundment when the damaged engine is removed. Impoundment will follow damaged engine.

A2.1.3. Any mechanical or electrical flight control malfunction resulting in an unexpected, uncommanded, or hazardous change of flight attitude, altitude, or heading. Not to include auto-pilot malfunctions.

A2.1.4. Explosive mishaps that include inadvertent actuation, release, or launch of explosive devices, i.e., chaff and flares.

A2.1.5. Parachuting injuries or airdrop malfunction causing equipment damage, airdrop operations causing unexpected damage, flight-related injury and fatality.

A2.2. Ensure all required personnel are aware of and comply with these requirements. Immediately notify 43 MXG/QA whenever any of the above conditions occur.

Attachment 3**(MXG) SAMPLE LETTER**

Date Here

MEMORANDUM FOR 43 MXS/CC

43 AMXS/CC

743 AMXS/CC

FROM: 43 MXG/CC

1443 Reilly Street

Pope AFB NC 28308

SUBJECT: Designated Impoundment Representative

1. The following is designated by the MXG/CC for releasing impounded aircraft/equipment:

43 MXG/CD

2. The POC for this matter is SSgt Rector, 43 MXG/QA, at 394-6458.

HOWARD J. HEMEON III, Colonel, USAF
Commander